

**CALIFORNIA TAX CREDIT ALLOCATION COMMITTEE**

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William J. Pavão  
Executive Director

**MEMBERS:**

Bill Lockyer, Chair  
State Treasurer

Michael C. Genest, Director  
Department of Finance

John Chiang  
State Controller

DATE: March 30, 2007

TO: California Tax Credit Allocation Committee Interested Parties

FROM: William J. Pavão, Executive Director

RE: **2007 LIHTC Compliance Monitoring Advanced Workshops**

Affordable housing owners and management companies are invited to attend one of five Low-Income Housing Tax Credit (LIHTC) Advanced Compliance Monitoring Workshops. The California Tax Credit Allocation Committee (TCAC) will be providing five one-day advanced compliance sessions in five locations in the State to provide updated information on TCAC monitoring policies, monitoring procedures, and an IRS Form 8823 Guidebook review.

**Please note that due to the advanced nature of these workshops they will be limited to Directors of Compliance, Asset Managers, Compliance Specialists, and Occupancy Specialists only.** *Regular TCAC Basic/Intermediate workshops for office or on-site personnel are tentatively scheduled for October 2007.*

**Dates and Locations:**

**Fresno – Monday, May 14th**

Picadilly Inn Airport  
5115 E. McKinley  
Fresno, CA 93727  
(559) 251-6000

**Burbank – Tuesday, May 22nd**

Marriott Burbank Airport & Convention Center  
2500 Hollywood Way  
Burbank, CA 91505  
Phone (818) 843-6000

**San Diego – Wednesday, May 30<sup>th</sup>**

Red Lion Hanalei Hotel  
2270 Hotel Circle North  
San Diego, CA 92108  
(619) 297-1101

**Concord – Friday, June 1<sup>st</sup>**

Hilton Concord Hotel  
1970 Diamond Blvd.  
Concord, CA 94520  
(925) 827-2000

**Sacramento – Thursday, June 7<sup>th</sup>**

Holiday Inn Capitol Plaza  
300 J Street  
Sacramento, CA 95814  
(916) 446-0100

## Workshop Agenda\*:

- |   |                       |
|---|-----------------------|
| ▪ Registration:                         | 8:15 a.m. – 9 a.m.    |
| ▪ Changes in 2007 TCAC Policy:          | 9:00 a.m. – 12 p.m.   |
| ▪ Review of New IRS 8823 Guide:         | 1:00 p.m. – 3:30 p.m. |
| ▪ Review of 2007 TCAC Compliance Manual | 3:30 p.m. – 4:30 p.m. |
| ▪ Question and Answer period:           | 4:30 p.m. – 5:00 p.m. |

*\* Session order and times may shift as needed based on discretion of TCAC Staff.*

## Workshop Session Descriptions:

### Changes in 2007 TCAC Policy

- Update on existing and new TCAC policies for the compliance program beginning in June 2007
- Introduction of a new mandatory TCAC form and changes to the Child Support Verification form

### Review of the New IRS 8823 Guide

- Changes TCAC will implement
- In-depth review of complex issues of noncompliance reportable on Form 8823

### Review of the new 2007 TCAC Compliance Manual

- Breakdown of sections
- Changes to guide from previous editions
- Introduction of Site audit walkthrough
- Ordering information

## General Information:

- The Cost is **\$200** per person and includes copy of the New IRS 8823 Guide and 2007 TCAC Compliance Manual
- Parking is adjacent to the hotel at your own cost
- A map will be included with the confirmation letter
- Sessions will be limited to 65 attendees
- Space is limited to **2** persons per organization
- Reservations are required
- Lunch is on your own
- **Fax, phone, or e-mail registrations will NOT be permitted.** Please mail attached registration form to:

**CTCAC  
915 Capitol Mall, Room 485  
Sacramento, CA 95814  
Attention: Tiffany Golden**